

El Dorado Correctional
Facility

CENTRAL UNIT AND R.D.U.

VISITORS

HANDBOOK

Revised October 2006



Effective March 17, 2003, all department facilities, offices, and grounds shall be tobacco-free, at which time all tobacco products shall be declared contraband in accordance with KSA 21-3826 (Traffic in Contraband in a Correctional Institution). On and after this date, the use or possession of all tobacco products by any person is prohibited on department property. The only exception shall be for visitors to secure otherwise lawful tobacco and tobacco-based products in their personal motor vehicles in the facility parking lot. Violations of this policy may result in termination of visits and possible prosecution.

WARNING
KANSAS STATUTE 21-3826

21-3826 TRAFFIC IN CONTRABAND IN A CORRECTIONAL INSTITUTION.

(a) Traffic in contraband in a correctional institution is introducing or attempting to introduce into or upon the grounds of any correctional institution or taking, sending, attempting to take or attempting to send from any correctional institution or any unauthorized possession while in any correctional institution or distributing within any correctional institution, any item without the consent of the administrator of the correctional institution.

(b) For purposes of this section, “correctional institution” means any state correctional institution or facility, conservation camp, state security hospital, juvenile correctional facility, community correction center or facility for detention or confinement, juvenile detention facility or jail.

- (c) (1) Traffic in contraband in a correctional institution of firearms, ammunition, explosives or a controlled substance which is defined in subsection (e) of K.S.A. 65-4101, and amendments thereto, is a severity level 5, nonperson felony.
- (2) Traffic in any contraband, as defined by rules and regulations adopted by the secretary, in a correctional institution by an employee of a correctional institution is a severity level 5, nonperson felony.

(d) Except as provided in subsection (c), traffic in contraband in a correctional Institution is a severity level 6, nonperson felony.

NOTICE

Any persons entering upon these prison grounds are subject to search. Refusal to submit to a search shall result in a one (1) year loss of visitation privileges. (KAR 44-7-104) A K-9 (Drug Dog) is present on-site and shall be used to identify those visitors attempting to introduce illicit drugs. Visitors attempting to introduce contraband of any type will be arrested and prosecuted to the full extent of the law. EDCF personnel shall aggressively enforce 21-3826 and violators will be prosecuted. Visitors shall be denied visitation should an odor of an alcoholic beverage be present on their person, or they are otherwise determined to be impaired.

POLICY STATEMENT ON VISITING

The Department of Corrections recognizes the importance of visitation in making a man's period of incarceration less difficult. With those men who have families, visiting privileges allow for the maintenance of family ties that may otherwise be lost. We also feel a man's motivation to improve his condition is affected in a positive way when he has regular visits from family and friends.

This handbook has been designed to inform visitors to EDCF of this facility's rules and regulations as they pertain to visitation. Rules and regulations in regard to visiting are necessary for all facilities. When you are working with large numbers of people and have a limited amount of space, not to mention the security element, rules and regulations are required. Our visiting program has been set up to provide a fair, wholesome and yet safe environment for visitors, inmates and staff. All EDCF staff assigned to the visiting area shall strictly enforce all visiting rules and regulations in a courteous and polite manner.

Although we feel visitation is an important element in the correctional process, your visiting privileges can be revoked for violating our rules and regulations. Please read this handbook carefully to avoid any unnecessary delay or interruption of your visiting privileges. Keep in mind the facility is highly resistant to making exceptions to the regulations outlined in this handbook.

GENERAL INFORMATION

1. **ENTERING FOR VISITATION:** Visitor traffic on the facility perimeter road is prohibited. Park vehicle in designated visitor's parking area in North parking areas. Lock all vehicle doors. Proceed to the Visitors Reception Desk located inside the Administration Building. Await further instructions for check-in-procedures. Visitors shall not be permitted in the visiting room until fully processed.

* Medical Warning: **MICROWAVES IN USE**

2. **EXITING THE FACILITY:** To exit the facility, you proceed back through the same door you entered upon arrival. Once you have left the facility you will not be permitted to re-enter.
3. **CONTROL CENTER:** All visitors entering the facility must stop at the Visitors Reception Desk.

Before you are allowed to visit, you will be asked to produce a valid picture I.D. If you are unable to provide, access to the visiting room will be denied. Drivers license, government identification and passport will be accepted for identification purposes. A birth certificate may be utilized for minors.

All visitors are required to fill out a Visitor's Registration Form. **(FULL COMPLETION OF THIS FORM IS REQUIRED EACH TIME YOU VISIT)**. Any person refusing to complete this form shall be denied access to visitation.

All persons entering must pass a metal detector screening. Any person(s) refusing to comply with any part of the check-in process shall be denied visitation. Any person(s) making a disturbance during visiting registration shall be denied visiting access.

4. **LOCKERS:** Visitors must leave purses, wallets, keys, etc., in lockers located by the Control Center. Electronic devices (i.e. pagers and cell phones) are not allowed in the visitation area. They must be secured in the visitor's automobile.
5. **UNIT TEAM COUNSELOR:** Correctional Counselors are responsible for the Inmates assigned to each cell house. If you have any questions regarding an inmate or the facility itself, the officer at the Visitor's Reception Desk or the Visiting area will put you in touch with a Unit Team Counselor.

6. **PERSONAL PROPERTY AND/OR MONEY:**
“UNDER NO CIRCUMSTANCES WILL PERSONAL PROPERTY AND/OR MONEY BE ACCEPTED DURING VISITATION.”
7. **SEATING:** Tables with attached seating are provided. Additional chairs may be requested when three or more visitors visit one (1) inmate, or if the visitor has a medical condition documented by a physician. These extra chairs shall not be utilized to manipulate contact between visitor and inmate. Sitting on table tops is prohibited.

VISITING HOURS:

In order to allow all inmates better access to visiting, the below listed EDCF Inmates Visiting Schedule is in effect.

*Visitors may arrive up to 30 minutes prior to the start of the scheduled visitation sessions to allow for processing but must arrive at least one hour before the end of the visiting period.

General Population:

- A. An inmate whose last name begins with the letter A-J shall be allowed visits AM on Saturday and PM on Sunday* (December 31st – June 16th), and PM on Saturday and AM on Sunday* (June 17th – December 30th).
- B. An inmate whose last name begins with the letter K-Z shall be allowed visits PM on Saturday and AM on Sunday* (December 31st – June 16th), and AM on Saturday and PM on Sunday* (June 17th – December 30th).
- C. Two half-day visits are permitted on Saturday, Sunday, and holidays in accordance with the above.

*AM = 8:30am – 11:00am

PM = 12:00pm – 2:30pm

ADMINISTRATIVE/DISCIPLINARY SEGREGATION (Control Units):

- A. All segregation inmates located in A, B, and C-CH will have only video visitation privileges on Saturday, Sunday and state-observed holidays effective November 2, 2002. In video visitation, a visitor will visit with the inmate from a video visitation booth located in the EDCF Visitation area. The Segregation inmates will be located in the cell house in a video booth. The visit is conducted by video monitors and audio. Visits shall be scheduled by the inmate's visitor calling the visitation clerk between the hours of 7:30am and 4:00pm, Monday through Friday (except holidays), at least 48 hours in advance. Visits shall be scheduled during the week of the actual visit. Visits shall be scheduled for one-hour blocks, which may be extended another hour pending prior approval and space availability. The visits begin at 8:00am and end at 2:00pm. Inmate visitors may schedule a one-hour block on both Saturday and Sunday.

Limited seating will prevent all-day visits for general population inmates unless previously approved. Visitors will be responsible to contact the visitation clerk to arrange these special all-day visits. No all-day visits will be considered unless the inmate's visitor contacts the visitation clerk at a minimum of 48 hours in advance of the visit.

VISITORS MUST ARRIVE BEFORE 10:00AM AND 1:30PM TO BE PROCESSED FOR A VISIT. ALL VISITS SHALL BE PERMITTED ON A SPACE AVAILABLE BASIS.

Inmates, who receive disciplinary conviction KAR 44-12-312 Illicit drug use, shall be placed on 180-day non-contact visitation.

WHAT IS PERMITTED IN THE VISITING AREA?

Laying or sitting on the floor unless playing with minor children in the play area, or sitting on the table tops shall not be permitted. Personal toys and games shall not be permitted. A small coin purse is permissible. **Twenty (\$20) dollars in coins per person, per visit. No paper money (or pennies). No inmate shall handle money.** Vending machines and microwaves are to be used only by visitors.

WHO MAY VISIT?

It is the policy of the facility not to allow any person under the age of eighteen (18) to visit unless that person is an immediate family member of the inmate, i.e., sibling, step-sibling, child, step-child, grandchild or spouse. All persons under the age of eighteen (18) who are members of the immediate family; except for a spouse, may not visit unless they are accompanied by a parent, legal guardian, or an adult who has been given the power of attorney by the parent or legal guardian vesting the person with authority to transport and supervise the minor child on the premises of this facility for the purpose of visiting an inmate. Nieces, nephews and cousins are not considered immediate family.

IS THERE SOMEONE AT EDCF WHO WILL WATCH MY CHILDREN WHILE VISITING? NO.

Parents and guardians are responsible for the supervision and behavior of their children. Your visit may be terminated if your children are being disruptive in any manner. Children or pets shall not be left unattended in automobiles.

The contents of diaper bags shall be limited to (6) diapers, *(3) plastic (see through) bottles; (1) dispenser of wet wipes and baby/toddler food in factory sealed containers only. **Contents of the diaper bag shall be subject to search.**

*Formula shall be pre-mixed with water or dry formula may be placed in bottle before entering the visitation area. Open formula containers shall not be permitted in the visitation area.

IF I BRING SOMEONE WITH ME WHO IS NOT GOING TO VISIT, IS THERE A PLACE HE OR SHE CAN WAIT FOR ME?

There is no waiting area, so do not bring someone who cannot visit if they are intending to wait for you at the facility. Anyone who is not visiting shall be required to exit the facility grounds.

I UNDERSTAND EACH INMATE IS ALLOWED TO HAVE 20 VISITORS ON HIS LIST. CAN ALL VISITORS COME TO VISIT AT THE SAME TIME?

Due to space constraints the number of visitors shall be held to a reasonable number (4 to 5). The visiting officer may terminate visits due to space limitations. The limit for persons in the non-contact or video visiting booth shall be three (3).

*An inmate is entitled to one visit each Saturday, Sunday and holiday. Once a visit is established subsequent visitors will not be allowed entrance. Visitors will be allowed on a first come, first serve basis. All visitors participating in the visit must be processed simultaneously.

VISITATION OF MORE THAN ONE (1) INMATE: Unless you are a relative and have more than one immediate family member incarcerated at this facility, multiple visits are not permitted. Visiting Program Sponsors and clergymen are exempt from this regulation when approval is received in advance from facility staff.

PRIVATE VISITING: A private visiting area shall be provided for consultation by attorneys and clergy, or other persons having a statutory right of privileged communication to permit confidential conversations. Arrangements for this type of visit may be made during normal working hours by contacting the facility attorney or Chaplain 24 hours prior to requested day of visit.

VISITORS DRESS CODE: All visitors allowed to visit this facility must be dressed appropriately. The following type of clothing will not be considered appropriate attire for visiting:

- A. See-through attire
- B. Tank tops
- C. Halter tops
- D. No footwear
- E. Braless attire
- F. Mini-skirts or short shorts
- G. Slit skirts or dresses where slit extends above the knee
- H. Revealing, low cut necklines
- I. Backless tops or dresses
- J. Tube tops
- K. Spaghetti strap tie-tops
- L. Any clothing that reveals bare shoulders, bare midriff or any part of the breast
- M. Spandex or other stretch clothing
- N. Red hooded sweatshirts
- O. Blue denim shirts
- P. Hats or other headwear (exception shall be a bonafide religious tenet)

* Male/female visitors dressed similarly to inmates (blue jeans/blue denim shirt) shall not be allowed to visit.

The above mentioned list includes clothing that is not acceptable; however, this list is not meant to be all-inclusive. **The facility reserves the right to deny any visitor when it is determined a visitor's dress is not appropriate, even though they may not be wearing one of the previously listed items of apparel.**

PERSONAL CONTACT: Embracing and kissing at the beginning and ending of each visit is permitted for the first and last minute. The visit will be terminated for other contact that is considered to be in poor taste. Handholding is the only permissible contact during the visit.

INMATE/VISITOR MOVEMENT: Movement to the restrooms, security station and children's play area is permitted. Strolling is prohibited. No movement from table to table, or contact with visitors, not on the inmates visiting list, is allowed.

RESPONSIBILITY OF CHILDREN: EDCF assumes no responsibility for injuries to children under the supervision of parents or guardians while in the EDCF visitation area.

HANDICAP ASSISTANCE: If you are handicapped and need assistance with a wheelchair, walker, etc., notify the Control Center Officer, who will ensure that proper assistance is obtained.

IF I AM ON PROBATION OR PAROLE, WILL I BE ALLOWED TO VISIT? If you are on probation or parole and have an immediate family member incarcerated at EDCF (i.e., brother, son, father), you will be allowed to visit only after one year of successful probation or parole and receiving permission from your probation or parole officer and the Warden at EDCF. This request will be initiated by you through your probation or parole officer.

IF I AM AN EX-EMPLOYEE (INCLUDES CONTRACT PERSONNEL) OF EDCF, CAN I VISIT AN INMATE AT THE INSTITUTION?

KAR 44-7-104 totally restricts visitation for a period of two (2) years following departmental employment. After these years have elapsed you may be considered for visiting privileges. Final approval rests with the Warden.

In the event you have a problem with visiting, please take it up with the Visiting Processing Officer or ask to see the Unit Team staff or Security Shift Supervisor on duty.

VIOLATION OF VISITING REGULATIONS MAY RESULT IN SUSPENSION OF VISITING PRIVILEGES.

***BREASTFEEDING:** Mothers shall be allowed to breastfeed a child while visiting and the feeding may take place in the visiting room.

ATTENTION ALL VISITORS

Effective January 1, 1996 The Kansas Department of Corrections enacted the Offender Privileges and Incentives Level system. RDU inmates on Intake Level are not permitted to visit anyone except attorneys, clergy and law enforcement.

Inmates who are on Level I (one) shall be permitted to have the following visitors:

*Primary visitor, attorney, clergy, law enforcement, immediate family members.

Inmates who are on Level 2 (two) shall be permitted to have the following visitors:

Any person who is currently authorized by Department policy.

Inmates who are on Level 3 (three) shall be permitted to have the following visitors:

(same as Level 2 (two))

Visitors who are removed from an inmate's visiting list by their own request or by request of the inmate shall not be permitted to reapply for visitation for a minimum of one hundred and eighty (180) days. (IMPP 10-113)

It is the top priority of the Kansas Department of Corrections to educate staff, inmates and the general public about the Prison Rape Elimination Act, which was signed into law in 2003. Our goal at EDCF is to reduce and eliminate sexual assaults in the facility. Inmates in the facility are encouraged to report such occurrences immediately to staff, and will soon have a 1-800- hotline to assist them in that reporting. If you receive any such information about such an incident, you are encouraged to contact the I&I Department at EDCF, by calling (316)-321-7284 ext. 2017. The Warden of the facility has established a zero tolerance level for such activity.